STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV

ROBERT BENTLEY
GOVERNOR

JIM REDDOCH, J.D.
COMMISSIONER

ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: Mental Health Functional Systems Analyst   **NUMBER:** 13-12

JOB CODE: D6600   **DATE:**   03/22/2013

SALARY RANGE: 79 ($50,119.20 - $76,348.80)   **PCQ#:**   8813114

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

QUALIFICATIONS: Bachelor's degree in computer science, information systems, business administration, or closely related field, plus considerable experience (48 months or more) in a mental health or hospital setting troubleshooting and maintaining an existing system, identifying and implementing system requirements, and managing and resolving system issues to meet business and functional purposes. *Preference will be given to applicants with defined experience in Developmental Disabilities*.

KIND OF WORK: This is highly specialized work gathering business requirements, facilitating design sessions, implementing system upgrades, and maintaining new or existing information technology systems for the Alabama Department of Mental Health (ADMH). The Functional Systems Analyst will be responsible for testing or overseeing the testing of applications to ensure business requirements are satisfied and developing, documenting and distributing internal standards and procedures (including reference manuals and training materials) to end-users and developers. This position will respond to end-user questions concerning system functionality, conduct end-user training, as well as communicate with technical and non-technical personnel to determine the appropriate response to end-users. The employee will understand the mission and objectives of the program supported and will be familiar with policies and procedures including federal/state laws and regulations and communicate accurate, comprehensive information regarding the application and its interrelationship with other programs and systems to the appropriate personnel. This position will provide running standard reports and assist in the development of the ad hoc reports as requested. Additionally, this position is responsible for coordinating the enrollment of new users and maintaining an accurate listing of current users; coordinating provider enrollment; and working with software vendors to troubleshoot issues that may occur. The employee in this position will perform other related tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of IT systems, practices, procedures and techniques. Knowledge of ADMH programs and services or other similar programs and services in Alabama or other states. Knowledge of functional and business analysis including procedure development. Ability to establish and maintain effective working relationships with users and associates. Ability to develop plans for system improvement. Ability to organize and conduct training. Ability to work independently and exercise time management skills. Ability to write procedures and technical documents.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug testing and security clearances may be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with consumers.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Human Resources Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. **An official copy of academic transcripts is required and must be forwarded by the college or university to the Human Resources office at the above address.**

DEADLINE: __UNTIL FILLED__